

Code: 0430
Administrative Service
Clerical, Accounting and General Office Group
General Clerical Series

CLASS TITLE: **Clerk III**

CHARACTERISTICS OF THE CLASS: Under supervision, performs a variety of complex clerical duties for various City departments and offices; and performs related duties as required.

EXAMPLES OF DUTIES: Accepts payments from the general public for items such as vehicle stickers, water bills, and general business licenses; processes various forms and documents including purchase requisitions, invoices, vouchers, work orders, applications, court files, and/or new library materials and patron and interlibrary loan requests; gathers, tabulates, and maintains statistical data and prepares related reports; maintains account control records and reconciles accounts; prepares a variety of payment documents including general invoices, direct member health benefit claims and Medicaid and Emergency Medical Services billings; may enter documents, records and information into computer systems; places orders for miscellaneous office supplies; responds to public inquiries about departmental or City programs and services.

Performs payroll duties, involving preparing time cards and timerolls, calculating and posting regular and overtime hours and deductions, and preparing and processing payroll registers, adjustments and supplementary timerolls; processes employee resignations, retirements, leaves of absences and related actions; maintains employee personnel files and records of absenteeism, vacation and sick leave.

Prepares patient admission forms and folders, receives and records laboratory results; reviews health benefit enrollment forms and determines eligibility of employees and their dependents; prepares standard replies to claim correspondence and follows-up on unresolved claims; assists library patrons with the use of library materials; prepares catalog cards, loan slips and orders for new library materials; maintains and updates card catalog records; may supervise a small number of employees performing a variety of routine clerical activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. One year of clerical experience or an equivalent combination of training and experience.

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CLASS TITLE: **Clerk III (Cont'd)**

Knowledge, Abilities and Skill. Good knowledge of general office and clerical procedures and practices. Good knowledge of bookkeeping

principles. Good knowledge of modern payroll methods and practices.

Ability to follow oral and written instructions. Ability to maintain records and prepare reports. Ability to collect, organize and compile data. Ability to deal courteously and effectively with the general public.

Working skill in the application of clerical methods and procedures. Working skill in the application of payroll, recordkeeping and routine bookkeeping practices and principles. Oral communication skills.

March, 1990